



Agency Benefits Coordinator Meeting

Billing & Terminations

August 2018

Administrative Error Letters

- The letter must be submitted on the agency's letterhead and include the signature of the ABC and their supervisor
- The letter must clearly explain the nature of the error, how it was made, the member's actions in meeting the plan process requirements within the required timeframes, and the agency's responsibility for the error
- Submitting an Administrative Error letter does not guarantee the policy exception will be granted
- Generally, the turnaround time for review is 5-7 business days from the day that the appeal is sent for review by management but it may be up to 10 business days

Direct Bill : What is it and how does it work?

- An employee on a leave of absence not covered under FMLA is responsible for the full 100% premium rate. Once an employee has been on a leave of absence without pay for one full calendar month, s/he should be enrolled in direct bill effective the first of the month following no pay.
- An employee on an unpaid leave of absence does have the option to suspend coverage during an unpaid leave
- The employee's signature is **NOT** required to enroll in direct bill
- The employee's signature **IS** required to suspend benefits

Direct Bill : What is it and how does it work?

- In order for an employee to be enrolled in direct bill or suspend benefits, a leave of absence form must be submitted to Benefits Administration for processing
- Benefits Administration bills directly for medical, dental and vision

NOTE: Benefits Administration does not retroactively suspend benefits or retroactively enroll in direct bill. The leave of absence form must be submitted to Benefits Administration no later than the last day of the month to be enrolled in billing or suspended the following month.

Example: An employee is to be direct billed or is suspending benefits effective 8/1, the leave of absence form must be submitted no later than 7/31.

Direct Bill : What is it and how does it work?

- When an employee has suspended benefits while on a leave of absence, re-enrollment is not automatic
- An employee must submit a completed enrollment change application within 31 days of returning to work enrolling in the same plans they previously had

Note: An employee returning from **military leave** has 90 days to re-enroll

- Coverage will be effective the first of the month after the employee returns to work and the request for reinstatement has been received by Benefits Administration

Direct Bill : Date Information

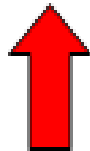
- The direct billing process runs once a month on or around the 5th for the upcoming month's premiums; premiums are due the last day of the month for the upcoming month's coverage
- The first day of the month in which an employee owes premiums directly to Benefits Administration should be entered as the begin billing date on the Leave of Absence- FMLA and Leave of Absence-Continue coverage forms
- The first day of the month in which an employee is suspending benefits should be entered as the suspend date on the Leave of Absence-Suspend coverage form

Payroll Calendar

2018	JULY					2018
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	No changes in "Job Data" in Edison	LE/LG/TBR Collections Applied report can be run for July coverage - Use 18NP0630 for Payrun ID	<u>HOLIDAY</u> Independence Day			
8	9	10	11	12	13	14
			LE/LG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			
15	16	17	18	19	20	21
	Noon cutoff for enrollment paperwork with August effective dates - Central State agencies		LE/LG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			
22	23	24	25	26	27	28
		Noon cutoff for enrollment paperwork with August effective dates - LE/LG/UT/TBR agencies	LE/LG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			
29	30	31	Aug 01	Aug 02	Aug 03	Aug 04

Payroll Calendar: Important Dates

2018	JULY						2018
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
	No changes in "Job Data" in Edison	LE/LO/TSR Collections Applied report can be run for July coverage - Use 18NP0630 for Payrun ID	<u>HOLIDAY</u> Independence Day				



Agency bill is confirmed

Payroll Calendar: Important Dates

2018	JULY					2018
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	No changes in "Job Data" in Edison	LE/LO/OTBR Collections Applied report can be run for July coverage - Use ISBNP0630 for Payrun ID	<u>HOLIDAY</u> Independence Day			



Agency bill is available to be pulled from Edison

Payroll Calendar: Important Dates

2018	JULY					2018
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	No changes in "Job Data" in Edison	LEL/GTR Collections Applied report can be run for July coverage - Use SBNP0630 for Payrun ID	<u>HOLIDAY</u> Independence Day			



Automated e-mail from Edison is sent to ABC with link to pull Collections Applied Report (if set up to receive e-mail)

Collections Applied-this is the finalized bill for the month and cannot be changed

Payroll Calendar: Important Dates

2018	JULY						2018
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
	No changes in "Job Data" in Edison	LELQ/TBR Collections Applied report can be run for July coverage - Use 18NP0630 for Payrun ID	<u>HOLIDAY</u> Independence Day				



Direct bill invoices for AUGUST created

Payroll Calendar: Important Dates

8	9	10	11	12	13	14
			LEIG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			



Premiums Due-this is what BA anticipates
billing agency for upcoming month

Payroll Calendar: Important Dates

15	16	17	18	19	20	21
	Noon cutoff for enrollment paperwork with August effective dates - Central State agencies		LE/LG/TBR - Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			



Agency bill that was created on first working day of the month is drafted the 15th of the month or next working day after

Payroll Calendar: Important Dates

15	16	17	18	19	20	21
	Noon cutoff for enrollment paperwork with August effective dates - Central State agencies		LEIG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			



Premiums Due-this is what BA anticipates
billing agency for upcoming month

Payroll Calendar: Important Dates

22	23	24	25	26	27	28
		Noon cutoff for enrollment paperwork with August effective dates - LE/LG/UT/TBR agencies	LE/LG/TBR -Premiums Due report can be run for August coverage - Use 1BNP0731 for Payrun ID			



Benefits Administration guarantees
paperwork received by deadline will be
processed by next billing cycle

Payroll Calendar: Important Dates

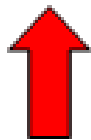
22	23	24	25	26	27	28
		Noon cutoff for enrollment paperwork with August effective dates - LE/LG/UT/TBR agencies	LE/LG/TBR -Premiums Due report can be run for August coverage - Use 18NP0731 for Payrun ID			



Premiums Due-this is what BA anticipates
billing agency for upcoming month

Payroll Calendar: Important Dates

29	30	31	Aug 01	Aug 02	Aug 03	Aug 04



Individual bill invoices are due for
August premiums

Payroll Calendar: Important Dates

29	30	31	Aug 01	Aug 02	Aug 03	Aug 04



First working day of the month-
agency bill is finalized

Terminations: What date do I use in Edison?

- The last day of the month prior to when benefits are to end should be entered as the termination date.

Example: Benefits should end 8/30, the termination date in Edison should be 7/31.